

NOTE: USE LETTEREX TO MAKE COPIES, IF THEY ARE REQUIRED.

EVALUATION OF EMPLOYEE SUGGESTION		SUGGESTION NUMBER 1376, 1847, 1937
TO: EXECUTIVE SECRETARY, INCENTIVE AWARDS COMMITTEE	FROM: C/RQM/RC, Cable Secretariat, & C/RMS	
ACTION RECOMMENDED		
INDICATE ACTION RECOMMENDED BY PLACING ACTION NUMBER IN BOX <div style="border: 1px solid black; display: inline-block; padding: 2px 5px;">1</div>	1. ADOPT FOR USE. (DATE ADOPTED <u>June 1956</u>) 2. ALREADY IN EFFECT BUT THIS SUGGESTION MAKES ADDED CONTRIBUTION. (SPECIFY BELOW) 3. DISAPPROVED FOR ADOPTION. 4. ALREADY IN EFFECT AND NO PART OF THIS SUGGESTION MAKES ADDED CONTRIBUTION. 5. REQUIRE FURTHER STUDY. (EXPECTED DATE OF COMPLETION _____) 6. OTHER (SPECIFY BELOW) 7. REFER SUGGESTION TO _____ (OTHER COMPONENT)	
REASONS FOR RECOMMENDATION		
<p>In order to guide the Incentive Awards Committee in making final determination, an analysis of the anticipated first year's savings and/or other benefits should be shown here. If applicable, indicate and explain below proposed disposition of savings as (1) allotment savings, (2) increased output at same cost or (3) application of resources saved to some other necessary activity. If suggestion contains intangible value, such as morale, safety, etc., please indicate the extent of the area which you think the suggestion will affect, i.e.: the immediate area, office-wide, Agency-wide. Attach additional sheet if more space is needed.</p> <p>1. SUMMARY OF SUGGESTIONS</p> <p>Four suggesters in three suggestions proposed major changes in systems, procedures and forms used by CIA to report and disseminate "hot" (significant and timely) positive intelligence information to the intelligence community.</p> <p>a. <u>SUGGESTION # 1376</u> - (TAB A) - "That a system of simultaneous preparation of Preliminary Disseminations and followups be initiated through the use of an adaptation of Form 51-4AA (Test), Dual Master ("snap-out" form). This would replace the current procedure of requiring two separate processes in the preparation of PDs and followups: the first on a ditto master, the second on multilith."</p> <p>b. <u>SUGGESTION # 1847</u> - (TAB B) - "... The elimination of the present DD/P practice of disseminating multilith CS follow-ups of reports already disseminated in PD form. ... arguments in this suggestion have therefore been aimed against the reports system as it presently exists."</p> <p>c. <u>SUGGESTION # 1937</u> - (TAB C) - "in the original typing of a PD, I suggest that either: a. A special form be used for PDs which would provide for the placement within a prescribed area all of the information to be masked out in the preparation of sterilized copies, or b. A separate page be used (using the present Form 12) on which would be typed all of the info not to be included on the sterilized copies."</p> <p>2. REFERENCES (TAB D)</p> <p>a. 23 Mar. 55 memo from Chief, Reports Control for Chief FI/ [] re Suggestion # 1376.</p> <p>b. 6 July 55 evaluation of Suggestion # 1847 by Chief, Reports Control.</p> <p>c. 13 July 55 Comment # 2 from C/RC to [] DD/P/[] re Suggestion # 1847.</p>		
<input checked="" type="checkbox"/> CONTINUED ON ATTACHED SHEET		
DATE 4 April 1957	SIGNATURE OF EVALUATING OFFICIAL (type name and title) See Page 4 for Signatures	

SUGGESTION # 1376, 1847, 1937 CONTINUED

- d. 29 July 55 evaluation of Suggestion # 1937 by C/FI/Requirements Staff.
- e. 19 Aug. 55 memo from Deputy Cable Secretariat to Chairman, Incentive Awards Committee, Subject: Suggestion # 1937
- f. Undated (Mar.-Apr. 56) Comment #4 from [] FI/RQM [] to Incentive Awards Committee re Suggestion # 1847. 25X1
- g. 17 May 56 Memo from [] DC/RQM to [] C/FMB re manpower data as related to all three suggestions. 25X1
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- h. 28 Dec. 56 evaluation of all three suggestions by C/Records Management Staff.
- i. 8 Jun 57 Memo for Record re conversation between [] C/RMS and [] O&M Staff (DD/S area). 25X1
- j. Undated (compiled about 21 Jan 57) supplement to 28 Dec. 56 RMS evaluation, explaining computation of tangible savings. Prepared for Secretary, Suggestions Awards Staff by [] C/FMB. Attachment to the Committee's 22 Jan. 57 brief. 25X1
- k. 8 Feb. 57 memo from [] Commo, to Chief OC-S re suggestions 1376, 1847 and 1937. 25X1

3. WHEN ADOPTED

The suggestions, though somewhat modified by the evaluating components, (TAB E) were adopted in principle early in June 1956. The new procedures, systems and forms which finally stemmed from these suggestions have completely proved themselves during the past eight months of actual operations which have included both the Middle East and the Hungarian crises. They are vastly superior to any previous methods.

4. OLD SYSTEM - DISADVANTAGES

Prior to June 1956, advanced and sometimes condensed versions of significant and timely positive intelligence information reports were given priority handling and initial issuance as "PD" (Preliminary Dissemination) Reports. (TAB F) For the most part, PDs were teletyped for distribution, primarily to the policy making level of Government officials. A limited number of dittoed confirmation copies, some of which were sterilized, were disseminated within CIA. These PD Reports were then followed-up as soon as possible (delays might range from several days or a week to as much as several months) by a regular multilithed "CS" (Clandestine Services) Report. Except for minor editorial improvements, occasional added comments, etc., CS Follow-up Reports rarely differed greatly from the original PD Reports. A minimum of several writings, editings and typings; an extensive teletype transmission; separate ditto and multilith reproductions; and two distinct disseminations within CIA and to the intelligence community were required by this PD - CS Follow-up System. Extensive and excessive duplicate mail handlings, receiptings, readings, extractions and filings were also required of both CIA and other intelligence community personnel.

SUGGESTION # 1376, 1847, 1937 CONTINUED

5. NEW SYSTEM - ADVANTAGES

Since adopting the new "TD" (Teletype Dissemination) System stimulated by these three employee suggestions, the reporting work load has been cut almost in half. (TAB G) A considerably curtailed teletype transmission, supplemented or supplanted by a single, more extensive (dittoed originally, now multilithed) hard copy dissemination by Cable Secretariat, now suffices to get this "Hot" information reported to the policy making and all other working levels of the intelligence community in a timely manner. Unnecessary and duplicate handling, readings, extractions, filings and references are eliminated. Backlogs of routine CS reports have been reduced and better quality finished intelligence reports are now being written with corresponding improvements in customer services. Reports Officers now have more time to devote to such essential and sometimes previously neglected, Intelligence Officer functions as: developing requirements, directing field collection efforts, and providing guidance to field personnel in producing more pertinent, accurate and complete reports.

6. SUGGESTED AWARDS

Because all three of the suggestions are so closely related, and all treat with ways and means to improve the timely dissemination of "hot" information, they have been handled as a package. They all played important parts in development of the present TD System. Without the contributions of any one of them it is doubtful whether the system would be as effective as it now is, or if there would even be a new TD Reports Dissemination System. Based on the following tangible savings and intangible benefits a package award of \$11,230.00 is recommended. Suggested apportionment is also indicated.

a. SUGGESTIONS # 1376 and 1847

- (1) Tangible Savings - Complete elimination of all follow-up CS reports to initial PD reports resulted from adoption of these suggestions. This will prevent issuance this year (June 56-June 57) alone, of more than 9,000 such follow-ups which would have required the expenditures of more than 55,000 man hours of DD/P reports personnel time valued at approximately \$150,000.00. Recommended Award - \$775.00.
- (2) Intangible Benefits - The intangible benefits stemming from these suggestions, affecting as they do, not only CIA, but the entire intelligence community, are quite obviously and definitely in the public interest throughout the nation and beyond. Benefits are considered to be EXCEPTIONAL and of GENERAL APPLICATION. Recommended Award - \$10,000.00

(3) Recommended Apportionment -

To the originators of # 1376 - \$5,387.50

To the originator of # 1847 - 5,387.50

Total - \$10,775.00

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SUGGESTION # 1376, 1847, 1937 CONTINUED

b. SUGGESTION # 1937

(1) Tangible Savings - While not as significant as Suggestions 1376 and 1847, Suggestion 1937 nevertheless ties in with, and helps make possible the most effective realization of the myriad benefits of the other two suggestions. It lead to the development of the three TD Forms (TAB H) which now make possible the preparation and issuance of TDs as a standard 2-part document. Form 1k-2, "Transmittal of Teletyped Information Report" contains only the information which is not to be disseminated outside CIA, while the second part of the TD, Form 1k, "Teletyped Information Report and its "Continuation Sheet," Form 1k-1, contains only the information which may be disseminated to the rest of the intelligence community. This vastly simplified sterilization procedures, both for Cable Secretariat and all other Agency offices which are authorized to disseminate sterilized TDs to non CIA customers. Tangibly, Cable Secretariat will save annually 624.6 man hours of GS-4 typing and reproduction personnel labor valued at \$1,024.34. Recommended Award - \$55.00.

(2) Intangible Benefits - Benefits are considered to be MODERATE, with GENERAL APPLICATION. Recommended Award - \$400.00

(3) Total Award-

Recommend that the total award of \$455.00 be given to the originator of Suggestion 1937.

8 Attachments

- Tab A - Suggestion # 1376
- Tab B - Suggestion # 1847
- Tab C - Suggestion # 1937
- Tab D - 12 References
- Tab E - Memo from Director of Personnel
(Former Chief of Foreign Intelligence)
- Tab F - Old Procedure
- Tab G - New Procedure
- Tab H - Forms 1k, 1k-1 and 1k



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ORIGINAL DOCUMENT MISSING PAGE(S):

Attachments